

Mobile Access Review Committee (MARC) Charter

1. **Authority:** The Mobile Access Review Committee (MARC) is codified by the [System Life Cycle Management Procedure](#), which was signed by Assistant Administrator Malcolm Jackson on September 29, 2012.
2. **Purpose:** The purpose of MARC is to evaluate external (public-facing) EPA mobile apps and mobile Web concepts to ensure quality and reduce redundancy. MARC defines and disseminates mobile content development standards. MARC serves as a point-of-contact for mobile project owners throughout the Agency.
3. **Membership:** MARC is comprised of members from the Office of External Affairs and Environmental Education (OEAE), the Office of Environmental Information (OEI), the Office of General Counsel (OGC), the OEI Lead-Region, and one program office on a rotating basis. MARC consists of up to fourteen members, including twelve evaluators and two legal reviewers, at any given time.

The National Content and National Infrastructure Managers of the Web Council hold ex officio seats on the Committee. All other members serve by appointment. The National Content and National Infrastructure Managers are not required to evaluate mobile content concepts. However, these members may weigh-in on reviews or other issues when the Committee needs assistance.

The National Content and National Infrastructure Managers may appoint up to three representatives from OEAE and OEI, respectively.

The Office of General Counsel (OGC) may appoint up to two representatives to serve on the Committee. The OGC representatives will review and advise the Committee on issues such as use of third-party development platforms, Terms of Service (TOS) agreements, and other legal and/or ethical matters. The Senior Information Official (SIO) for OGC is responsible for appointing these representatives.

The OEI Lead-Region may appoint up to two representatives to serve during the same time that the region serves as the designated lead. The SIO of the designated lead-region is responsible for appointing these representatives.

One program office serves on the Committee for a two-year period. Membership among program offices is rotated every two years and is determined on a voluntary basis. In cases of multiple volunteers or too few volunteers, the Deputy Assistant Administrator for OEI will ask a program office to serve. A program office cannot serve consecutive terms. The Senior Information Official (SIO) of the serving program office is responsible for appointing up to two program office representatives.

The Committee will work with other subject matter experts, as needed.

4. **Meetings:** MARC will schedule monthly standing meetings to discuss submitted concepts and other Committee business.
5. **Concept Evaluation Process and Decisions:** Both native mobile apps and mobile Web concepts must be submitted to MARC before any development begins. Under normal circumstances, MARC members will review the concept and provide an official response within four weeks time. A legal review by OGC members is required before MARC may issue a formal decision. After the legal review and concept evaluation is complete, MARC members will vote to approve the concept. MARC may approve the concept as written, in which case no further review is required from MARC. If MARC members reject the concept, they must provide a detailed explanation for their decision. This explanation may include suggestions for improving the concept or requests for additional information. If a concept is rejected, project sponsors may resubmit the concept once they feel they have met the Committee's concerns. MARC decisions will be made using a consensus model with a quorum of voting members. A quorum is reached when at least five members are able to vote. If MARC members cannot reach consensus, decisions will be made by majority vote. In the case of a tie, decisions will be elevated to the Chief Information Officer (CIO). Appeals will also be elevated to the CIO.
6. **Reports:** The Committee will provide quarterly updates to the Information Investment Subcommittee (IIS) of the Quality and Information Council (QIC).
7. **Communications and Website:** MARC maintains a Website <http://www2.epa.gov/webguide/mobile-access-review-committee> that has information about members, the concept evaluation process and other resources.